

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Prevention Leader

1. Effective 12 Jan 02, SSG John Doe, 123-45-6789, is assigned the duty as Primary Unit Prevention Leader (UPL). SGT Jane Doe, 234-56-7891, is assigned as Alternate Unit Prevention Leader (UPL).
2. Authority: AR 600-85.
3. Purpose: The Unit Prevention Leader is expected to be the commander's subject matter expert on all areas within the Army Substance Abuse Program (ASAP), conduct flawless urinalysis collections, provide alcohol and other illicit drugs training to the unit, and assist the commander in running his/her drug testing and prevention programs.
4. Period: Until officially relieved or released from appointment.
5. Special Instructions: Primary and Alternate UPLs must be certified on an annual basis through the Army Center for Substance Abuse Programs approved Unit Prevention Leader Certification Training Program.

John D. Commander
CPT, MS
Commanding

DISTRIBUTION:

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